



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Commanders

SUBJECT: Policy Memorandum #23 - Battalion Casualty Reporting Procedures

1. Reference. AR 600-8-1, Army Casualty Operations, Assistance, and Insurance, dated 20 October 1994.
2. Purpose. The purpose of this memorandum is to give general guidance on the battalion's casualty reporting procedures.
3. Scope. The procedures contained in this document pertain to incidents involving death or life threatening injuries.
4. Actions In the Event of a Casualty. The following lists some of the major actions that the company leadership team and battalion staff must be taken in the event of a casualty. It is important that we do not notify the next of kin (NOK) prior to coordinating with the Casualty Area Command (CAC) at Fort Drum.
 - a. Immediately upon notification of a casualty the CLT should telephonically contact the battalion commander.
 - b. After notifying the battalion commander, the CLT will notify the Fort Drum CAC at 1-888-325-1601 or 315-772-3929. The CAC will give specific guidance to the CLT pertaining to notification of the NOK and casualty procedures. The CLT will maintain constant communications with the CAC during the casualty notification process and casualty assistance process.
 - c. As soon as possible, even on weekends, the CLT is required to send an emailed summary of the circumstances to the battalion executive officer and adjutant. The summary should answer the questions: who, what, where, when, why, how. On weekends, the CLT will call the S1 and XO when the email has been sent. The XO and X1 will respond to the Brigade Headquarters. In addition the XO or S1 will notify the BN AP&A about the casualty.
 - d. Upon receiving the summary of the circumstances, the battalion executive officer or S1 will send an Initial Serious Incident Report to the following agencies:

RCNE-AL-CO

SUBJECT: Battalion Casualty Reporting Procedures

(1) USAREC, Security Branch, (Phone: 502-626-0225/0776, Fax: 502-626-0918) after duty fax to the EOC (Phone 502-626-0823, Fax: 502-626-0825).

(2) BDE HQs (Fax: 301-677-5864) and the BDE S1 (FAX: 410-674-4376). Phone: 301-677-2790. After duty, beeper: 1-888-590-0471.

Updated serious incident reports will be sent as needed. The final report will be sent after the funeral.

- e. Within 24 hours, the S1 is required to notify the brigade chaplain at the following number, 301-677-2943/2824. The chaplain's beeper is 1-888-590-0484.
- f. Within 24 hours, the CLT will initiate a LOD and Army Accident Report, if appropriate.
- g. The CLT will maintain contact with the appropriate local authorities in order to obtain information pertaining to the casualty.
- h. The CLTs will "Copy Furnish" the battalion S1 on any emails involving this incident that go outside of the battalion.

5. General information.

- a. Casualty Notifiers. All officers and senior enlisted personnel in grades E7, E8, and E9 may be used to notify the next of kin. The next of kin will be notified in an appropriate, dignified, and understanding manner.
 - b. Except when the NOK is physically present at the place of death, personal notification will be done during the local time periods from 0600 hours to 2200 hours.
6. The POC for this memorandum is CPT Grant, S1, at 518-438-7390.


SANDRA E. LUTE
LTC, MI
Commanding